



Rocky Ridge

Town of

GRAMA REQUESTS POLICY

Policy for handling records requests under the Government Records Access Management Act, UCA 63G-2

Adoption Date: April 17, 2015

Effective Date: April 17, 2015

1. Purpose

- 1.1. To insure that GRAMA requests are managed in a consistent and timely manner, according to Utah law.

2. Definitions

- 2.1. GRAMA: An acronym for the Utah Government Records Access Management Act.
- 2.2. Record: A book, letter, document, paper, plan, map, photograph, recording, film, card, tape, electronic data, etc., belonging to the Town of Rocky Ridge and does not include personal notes, temporary drafts, daily calendars, privately owned documents, software or computer programs, junk mail and other commercial publications, etc.
- 2.3. Public Record: A record that is not private, controlled, or protected, and is not restricted or exempt from disclosure under GRAMA.
- 2.4. Limited Record: A record controlled by statutes other than GRAMA laws.
- 2.5. Controlled Record: A record containing medical, psychiatric, or psychological information under HIPAA and is only released with an individual's permission, court order, or legislative subpoena.
- 2.6. Protected Record: Government or business record that safeguards against threats to public safety, government security, commercial interests, or the general function of the government, etc. Is available to the person who submitted the record or has power

of attorney or a notarized release to receive the record, can also be received by court orders and legislative subpoenas.

3. Records Requests

- 3.1. A person requesting a record shall make a written request directed to the records officer by email or by filling out a request form provided by the Town.

4. Records Officer Responsibilities

- 4.1. The appointed records officer is responsible for handling records requests according to UCA 63G-2:
 - 4.1.1. The records officer shall determine the classification of the records which are being requested: public, controlled, protected, private, or limited, and shall make a determination of the response to the request in accordance with UCA 63G-2.
 - 4.1.2. The records officer shall respond to the request in a reasonable amount of time, in accordance with UCA 63G-2-204. The response may be one of the following:
 - 4.1.2.1. The records officer may grant the request and provide a copy of the requested record.
 - 4.1.2.2. The records officer may grant the request in part.
 - 4.1.2.3. The records officer may deny the request.

5. Fees

- 5.1. The Town of Rocky Ridge may charge the records requester \$0.07 per copy and for the cost of the time taken to fulfill the request by the records officer.

6. Appeals for Denial and/or Accuracy of Records

- 6.1. If a requester is dissatisfied with the record officer's decision, the requester may appeal the decision in writing to the Mayor according to time limits and provisions of UCA 63G-2-401. If the requester is still dissatisfied with the decision, the requester may then appeal the decision to the State Records Committee according to UCA 63G-2-403, or appeal to a district court according to UCA 63G-2-404.
- 6.2. An individual may contest the accuracy or completeness of a document pertaining to that individual. (UCA 63G-2-603) The request must be made to the records officer in writing and include the individual's name, mailing address, and phone number. If the request is denied by the Town Council, the requester may appeal to district court pursuant to UCA 63G-603.